

**COMMONWEALTH OF VIRGINIA
STATE INCENTIVE GRANT**

EVALUATION FORMS



Please submit the following information to:

**Governor's Office for Substance Abuse Prevention (GOSAP)
202 N. 9th Street, 6th Floor
Richmond, VA 23219
Attn: SIG Evaluation Team**

**Or, electronically to:
abbruzze@calib.com**

Direct questions to:

**Susan Chibnall
SIG Evaluation Project Director
Chibnall@calib.com
703-219-4370**

**Kate Abbruzzese
Deputy Project Director
abbruzze@calib.com
703-279-6204**

Data Submission Schedule

<i>Data Collection Period: August – December 2002</i>		
Type of Instrument	Due Dates	Reporting Procedure
<ul style="list-style-type: none"> Project Director Survey Local Collaboration Survey (10 per coalition) Prevention Coalition Member Roster 	September 15, 2002	Send completed instruments to GOSAP, Attn: SIG Evaluator
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	October 10, 2002 (For reporting period Apr. 1 – Jun 30, 2002)	Send to Gail Taylor at GOSAP

<i>Data Collection Period: January – December 2003</i>		
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	January 15, 2003 (for reporting period Oct 1-Dec 31, 2002)	Send to Gail Taylor at GOSAP
<ul style="list-style-type: none"> Project Director Survey Local Collaboration Survey (10 per coalition) Prevention Coalition Member Roster Subrecipient Checklist 	March 31, 2003	Send all to GOSAP, Attn: SIG Evaluator
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	April 10, 2003 (for reporting period Jan.1-Mar 31, 2003)	Send to Gail Taylor at GOSAP
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	July 10, 2003 (for reporting period Apr. 1 – Jun 30, 2003)	Send to Gail Taylor at GOSAP
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	October 10, 2003 (for reporting period July 1 – September 30, 2003)	Send to Gail Taylor at GOSAP

<i>Data Collection Period: January – December 2004</i>		
<ul style="list-style-type: none"> SIG Quarterly Progress Report 	January 10, 2004 (for reporting period Oct 1-Dec 31, 2003)	Send to Gail Taylor at GOSAP
<ul style="list-style-type: none"> Project Director Survey Local Collaboration Survey (10 per coalition) Prevention Coalition Member Roster Subrecipient Checklist 	March 31, 2004	Send all to GOSAP, Attn: SIG Evaluator
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